

**Ad Hoc Committee on Best Practices in Northampton Decision-Making
Public Meeting Review Form**

Committee/Board: _____ Observer(s): _____

Regular meeting or special meeting (e.g., public hearing)? _____

Date: _____ Meeting Site: _____

Board Members Present:

Chair: _____

Staff Members Present:

of other official attendees: _____ # of public attendees: _____

Meeting scheduled to start: _____ Time Called to Order: _____

If started later than posted time, why?

Were the board members and staff introduced to the attendees? _____ Were the attendees asked to introduce themselves at the beginning of the meeting? _____ and/or before they spoke? _____ Were they asked to “sign in”? _____ Was the room adequate to accommodate the attendees (size of room, # of chairs, sight lines, speakers could be heard, etc. – comment):

Were agendas and other documents made available to the public – was the agenda reviewed aloud...were ground rules/rules of procedure explained? (Comment)

Was there a formal public comment period? _____ Were public attendees invited to participate/comment during the meeting? _____ If so, did this work well (i.e., were they listened to?); if not, did it appear the attendees were unhappy about not being permitted to speak? (Comment)

Was there a reporter at the meeting? ____ Was the meeting cablecast or taped for cable viewing? ____

Did the attendees appear to understand the proceedings? _____ If not, could the Chair have done more to educate the public? _____ Comment: _____

Did the Chair/Committee “run” the meeting or did the staff “run” the meeting? _____

Did the Chair effectively facilitate discussion, among the members, staff and attendees? _____

Comment: _____

Overall, would you say this was a well-run meeting? (i.e., clear agenda, stayed on track, public participated appropriately, civility prevailed, etc.)? _____ Comment:

Other comments:

THANK YOU!

If you'd like to be added to our contact list, please complete (print) the following:

Name: _____

Address: _____

Phone number(s): _____ Email: _____

***Please return this form to:
Best Practices Committee
c/o Northampton City Council
City Hall
210 Main Street
Northampton, MA 01060.***